



The data request form will be used within the Bureau of Educational Statistics to prioritize requests and approve or deny based on current time restraints. The form will help our department manage requests from the explicit details you provide. The more information that can be provided will help ensure our department is fulfilling your request accurately. If a request needs to be clarified someone will be in contact with you. At any time, if you have questions please reach out to our contact below.

### ***Instructions for completion of the Data Request Form***

#### **Section 1: Requester Information**

- **Item 1, Requester/Date** – Indicate the Point of Contact's (POC) full name and today's date.
- **Item 2, Organization/DOE Division** – Indicate the agency requesting this data. Please spell out names, do not use acronyms.
- **Item 3, Phone/E-mail** – Indicate the POC phone number and e-mail.

#### **Section 2: Request Description**

- **Item 1, Request Type** – Indicate whether this data will be needed once or multiple times.
- **Item 2, Detailed Description** – Provide in-depth information on the type of data to be provided. Include school year, dates, level (i.e. school/district/SAU), data fields (see Data Dictionary), subgroups (i.e. LEP, Title I, etc.) demographics (i.e. race, gender, etc.). The more detailed the description the better the department will be able to assist you. Keep in mind there are privacy laws that our division will have to follow as well.
- **Item 3, Output Type** – Please indicate what would be the best way to receive the data.
- **Item 4, Date Desired** – Indicate when you'd like for this request to be completed by. Keep in mind the department can't guarantee we'll have the resources to complete the data request by the desired date but we'll do our best.
- **Item 5, Intended Use of Data** – Provide information on the purpose of the data collection (for example, use the data for applying for a grant, research of...).
- **Item 6, Intended Stakeholders** – Indicate the audience to whom the data will be presented (i.e. newspaper, legislature, etc.).
- **Item 7, Signature/Date** – By signing the form you assume the responsibilities for this data release.

Email completed forms to [Lori.Kincaid@doe.nh.gov](mailto:Lori.Kincaid@doe.nh.gov)

Call Lori with questions 271-6646

## \*Data Request Form

\*This form does not replace Memorandums of Understanding (MOUs) for data release.

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### Section 1 - Requester Information

**Requester:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization /  
DOE Division:** \_\_\_\_\_

\_\_\_\_\_  
*Address (if not DOE)* *State* *ZIP Code*

**Phone:** (     ) \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

### Section 2 - Request Description

*Please provide as much information as you can (data to include/exclude, totals, etc.) If applicable, include school year, dates, level, (i.e. school/ district/ SAU) and provide details of the scope. Include field requirements, if known.*

*Use as many lines as you need.*

- ☐ **Ongoing Request** (attach a copy of data sent previously, if applicable. A new request form will need to be completed each time).
- ☐ **One-Time Request**

**Detailed Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Output Type:**                      HTML \_\_\_\_ Excel \_\_\_\_ PDF \_\_\_\_ Other (Please Describe) \_\_\_\_\_

**Date Desired:** \_\_\_\_\_

**Intended Use of Data:** \_\_\_\_\_  
\_\_\_\_\_

**Intended Stakeholders:** \_\_\_\_\_

**Release Authorization:**                      *I acknowledge that by signing below, I assume responsibilities for this data release.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### DOE Use Only

**Supervisor or Director Approval:** \_\_\_\_\_ *(Supervisor's initials or if personally identifiable information or sensitive information is included then Commissioner approval is required)*

**Assigned To:** \_\_\_\_\_ **Additional Staff:** \_\_\_\_\_

**Scheduled Completion Date:** \_\_\_\_\_ **Estimated Completion Hours:** \_\_\_\_\_

**Priority:** \_\_\_\_\_